



Position Profile

Dean, Division of Extended Education

The University of Manitoba invites expressions of interest, nominations, and applications for the position of Dean, Division of Extended Education. Candidates who currently hold a doctorate and an academic position at the University of Manitoba and who have experience with continuing education or professional development initiatives are invited to apply. The appointment will be for a five-year term.

The mission of the Division of Extended Education is closely aligned with the University within the context of a lifelong learning framework. This is accomplished by developing and delivering accessible, flexible, transformative, and innovative programs in a manner that not only produces responsive non-degree curricula but also delivers supports for a diverse learner population. Its core focus is offering courses/programs that address workforce development, international education, professional development, higher education, as well as post-secondary access and supports focused on Indigenous learners.

Key priorities include ensuring that, through responsive programming, continuing education students have a positive learner experience; building programs for upskilling, reskilling and social innovation; designing experiences to enhance Indigenous engagement; exploring ways to strengthen partnerships and engage community; and creating opportunities to enhance Extended Education's reputation within the University and beyond.

1.0 The Position

We are seeking a candidate who will continue to foster and build the University's continuing education reputation and continue to enhance its national and international profile and presence. Reporting to the Vice-Provost (Teaching and Learning), and as a member of the University's senior leadership team, the Dean of the Division of Extended Education is responsible for the overall academic and administrative leadership of the Division. The Dean will manage, plan, and lead the development of the Division's programs, services, budget, and infrastructure. As an institutional leader, the Dean will work closely with other members of the senior executive team to advance progress on the University's Strategic Plan.

Going forward, the Division must establish itself at UM as the hub for alternative credentialing and for cross-faculty, non-degree collaboration. This includes working in partnership with Deans/Directors, Associate Deans (Academic), and faculty representatives to develop non-degree programs that align the UM's Certificate and Diploma Framework. The Dean will enable the expansion or development of a broader institutional lifelong learning strategy and ensure that quality non-degree programs are developed and reviewed on a regular basis.

In collaboration with other University senior leaders, the Dean will be a key player in developing and strengthening partnerships with industry, government, and Indigenous communities in Manitoba through the creation of innovative programs that centre on upskilling, reskilling, and social innovation.

As Dean, the incumbent will serve on the University's senior leadership team to ensure that the importance of the continuing education enterprise is considered in decisions, actions, and the strategic planning of the University. The Dean will work closely with other members of the senior leadership team to be an advocate and an action-orientated leader in fulfilling the University's commitment to high quality and innovative teaching; research and creative excellence; exceptional student experience; advancing Indigenous engagement and Reconciliation; advancing the principles of equity, diversity, and inclusion and anti-racism; academic freedom; and fostering community engagement.

A successful academic environment is ethical, collegial, and professional. The Dean must demonstrate a high level of personal and professional integrity and must be a role model of ethical, respectful, and collegial conduct. The Dean will uphold an environment of collegiality in which faculty, staff, students, and the wider community can benefit.

The Dean will lead and motivate a dedicated team of staff in the Division of Extended Education so that interactions between the Division, academic units, and learners are optimized and streamlined to provide an exceptional student experience.

2.0 Candidate Requirements

The successful candidate will hold a PhD and academic appointment at the University, and have a distinguished record of accomplishments, outstanding academic qualifications, academic administrative leadership, and demonstrated success in fostering excellence in teaching, research, and creative work. Preferred candidates will have experience with continuing education or professional development initiatives.

Candidates will provide visionary and innovative leadership, encourage collegiality and collaboration, have the ability to promote and support teaching excellence in program development and delivery, be able to manage resources strategically, be a strong communicator (written and oral), and be a convincing and credible advocate for continuing education. The Dean will have a record demonstrating commitment to interdisciplinary work and multidisciplinary collaboration. The Dean must find a balance between establishing standards for all continuing education programs, while remaining flexible to accommodate the unique perspectives of a variety of programs in different disciplines. In doing so, a successful Dean will have an affinity toward transparent leadership and effectively work in consultation and collaboration with academic units.

While the search committee recognizes that no one individual will possess all of these qualifications in equal measure, candidates will be assessed on the following criteria:

- Provide inspiring, visionary, and inclusive leadership that advances continuing education excellence;
- Advance the successful implementation of the Division's strategic plan through collaboration with stakeholders;
- Lead with a balanced approach that fosters a supportive environment for academic units, faculty, staff, and students;
- Attend to student success, funding supports, and career preparedness – appreciating the needs of various students including domestic and international, and full-time and part-time, studying in a range of programs.
- Understand issues around continuing education student recruitment and retention in an increasingly competitive environment (e.g., funding, tuition, admissions, etc.) and implement ideas and strategies to address these issues;
- Provide leadership to advancing Indigenous engagement which will include supporting Indigenous student recruitment and success, supporting faculty in Indigenous program development and delivery, and other activities aligned with this strategic priority.
- Advance the principles of equity, diversity, and inclusion and anti-racism in continuing education;
- Foster positive relations with students and their leadership;

- Stay atop post-secondary education trends across the rich suite of continuing education programs with a commitment to excellence and innovation;
- Manage finite human, financial, and physical infrastructure resources with an approach that is creative, solution-oriented, fair, and decisive;
- Listen and make sound, fair decisions with a balanced approach, combined with the ability to communicate these decisions in an open, transparent, and consistent fashion;
- Commit to consultation, collegiality, academic freedom, and collegial governance;
- Communicate effectively and engage successfully with multiple constituencies and stakeholders to promote and enhance the University's continuing education priorities;
- Possess strong academic management skills and/or experience, combined with an understanding and an appreciation for the major issues and challenges facing a diverse range of continuing education programs;
- Possess the ability to foster an environment where cross-functional teamwork within the Division is encouraged and supported;
- Possess an awareness or understanding of the Division's and the University's governance, budget process, and financial structure;
- Possess the ability to initiate improvement in administrative practices and processes in support of the Division's mission;
- Demonstrate integrity, energy, openness to new ideas, sound judgment, fairness, approachability, humility, and the ability to work collaboratively.

3.0 The Appointment

The University of Manitoba is committed to the principles of equity, diversity, and inclusion and to promoting opportunities for under-represented groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual, and other diverse sexual identities). All qualified candidates are encouraged to apply.

Nominations and applications should be submitted by **Friday, October 20, 2023**. Interested candidates shall provide an application package (curriculum vitae; a statement on the candidate's vision for continuing education that demonstrates a commitment to reconciliation and anti-racism and their contributions to diversity, equity and inclusion, and/or human rights and social justice activities in their teaching, research, service, and/or other experiences; and the names of at least three references), in confidence, to Dr. Diane Hiebert-Murphy, Chair, Presidential Advisory Committee, in care of Michelle Sookbirsingh via email at Michelle.Sookbirsingh@umanitoba.ca.